



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

NOV 28 2005

IN REPLY
REFER TO

**GENERAL ORDER
NO. 01-06**

DESC-R

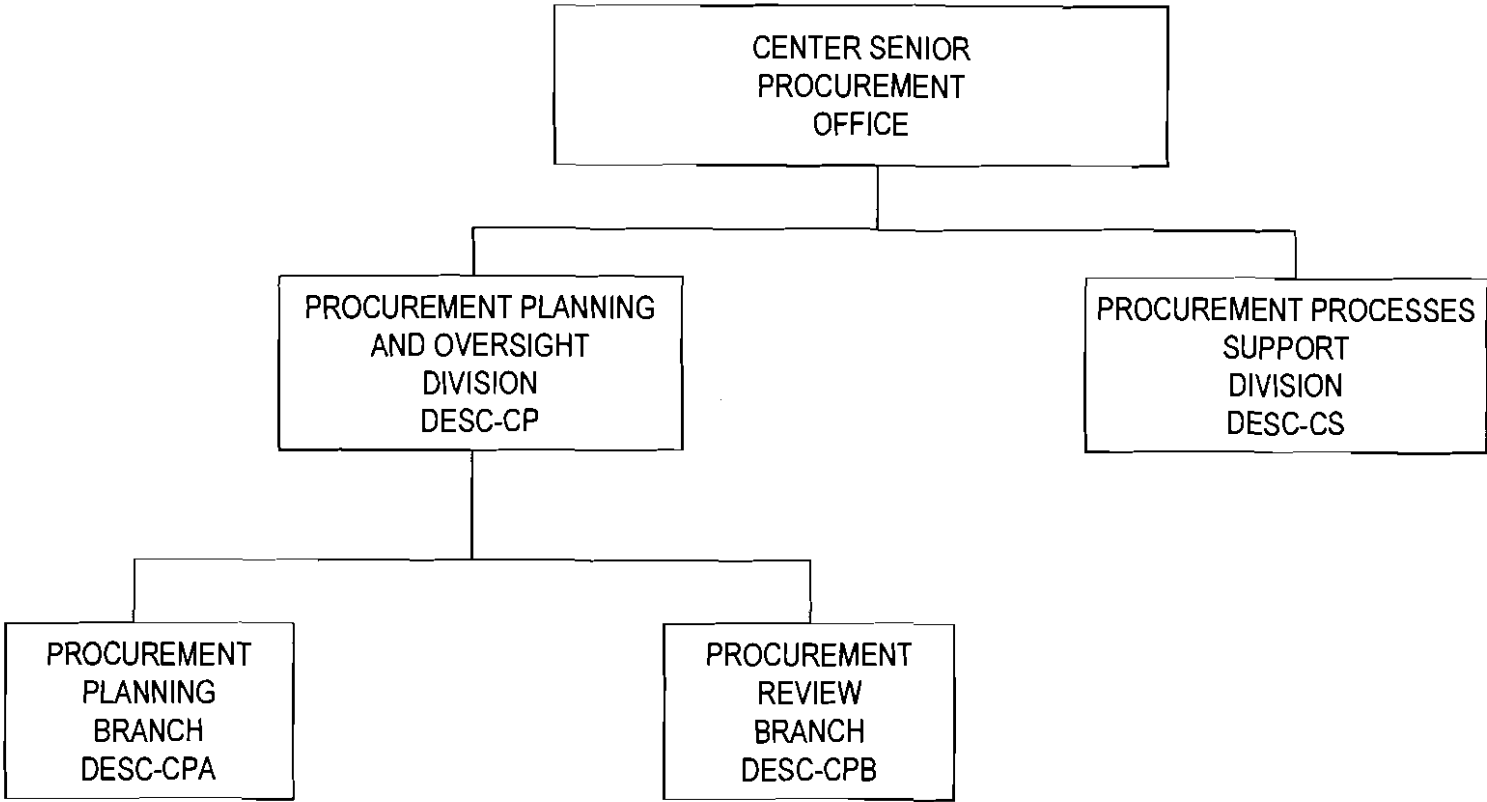
- I. Authority: Director, Defense Energy Support Center (DESC)
- II. Pursuant to the cited authority and effective immediately, the Procurement Process and Support Division (DESC-CS) is established under DESC-C. DESC-CS is responsible for supporting the Center Senior Procurement Official as the business process and automated/electronic procurement systems experts. Provides procurement support for government-wide automation initiatives as well as DESC specific business process automation. Manages DESC's Freedom of Information Act (FOIA) and Privacy Act (PA) programs as well as the Center's Government Purchase Card Program.
- III. The DESC Organization, Mission and Functions Manual (DESC 5810.1) will reflect the detailed mission, functions, references, and definitions. This general order authorizes functions and personnel realignments or reassignments accordingly.


CAROL O'LEARY
Director, Financial Operations

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Center Senior Procurement Office
DESC-C





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EXECUTIVE SUMMARY

MEMORANDUM FOR DIRECTOR, DEFENSE ENERGY SUPPORT CENTER

FROM: DESC-R

Prepared by: Lisa Buck/DESC-RL/767-9432/November 14, 2005

SUBJECT: General Order No. 01-06, Establishing the Support Division (DESC-CS)

PURPOSE: Request DESC-D Approve General Order No. 01-06

DISCUSSION:

- Establishes the Procurement Process Support Division (DESC-CS) under DESC-C.
- DESC-CS will be responsible for supporting the Center Senior Procurement Official as the business process and automated/electronic procurement systems experts. Provides procurement support for government-wide automation initiatives as well as DESC specific business process automation. Manages DESC's Freedom of Information Act (FOIA) and Privacy Act (PA) programs as well as the Center's Government Purchase Card Program.

RECOMMENDATION: DESC-D approves General Order 01-06.

DIRECTOR'S DECISION:

11/27/05 Approved

_____ Disapproved

_____ Other:

Approved by: Carol O'Leary, Director, Financial Operations

Attachment:

1. General Order 01-06
2. Organizational Chart
3. Missions and Functions

